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PROCESSING THE DAILY REVENUE DEPOSIT (GEARS – OTC Processing of BUS Data)

NOTE: Daily work completed by 2:30pm each day will be forwarded on to FMIS that same day. If Single Action Invoice is not completed by 2:30pm, the work will be submitted the following day.

STEP 1: Process the Local Accounting Cash Drawer - The Local Accounting Cash

Drawer is the area of the system where your data is staged to be used for verification and approval as a prerequisite to it being processed in OTC Billing.

STEP 1.1 – Verify the Data from the BUS is Available

STAGING/BUS DATA APPROVAL PAGE - Use Local Acctg Cash Drawer (LACD) to search what is in the Staging (STG) Table and to confirm the register data was submitted successfully through the BUS.

NAVIGATION: Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

1. The **Process LACD** Run Control page will display.
 - a. Select a Run Control - Search if needed using the “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g.: Daily)

NOTE: Spaces are not allowed in run control names.

2. The **Process LACD** page will display.
 - a. Enter your 2-digit **County** code (or select from the lookup list by clicking on the magnifying glass icon).
 - b. Click the **Update List** button to refresh the screen and display the data that was submitted to GEARS. Verify the data listed in the *Totals by Date* section for the Z-date(s) submitted.
 - c. Click the “View All” link to view multiple days of data if necessary.



OTC – The Daily Revenue Deposit Process

Process LACD MOP Totals

Run Control ID: daily [Report Manager](#) [Process Monitor](#) [Run](#)

County 20 [Update List](#)

Totals by Date

Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1 01/21/2014	00	00	\$15982.75	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: Should duplicate data be displayed in the list this means the data was submitted multiple times to GEARS. One of the duplicates can be deleted by selecting the “Delete Selected Dates” check box then click the **Run** button to initiate the process of removing the data.

- d. Select the MOP Totals tab to verify the amount breakdown by method of payment.

REMEMBER: CASH and CHECK Totals include ALL types of money. (REVENUE, ESCROW, etc...)

- e. Verify against the BUS SUMMARY PAGE REPORT that all totals are correct. (Deposit Slip + Escrow = BUS/GEARS total).
- i. If all looks good then – Your data made its way to GEARS successfully.

STEP 1.2 – Run QA Query – Verify the Data is Valid

QA (Quality Assurance) STEP: Run queries to verify the validity of all data awaiting approval.

1. Select the [New Window](#) link in the upper right corner of the screen.
This will open a new window so it can be used for your queries without disrupting your current LACD page, as you will be coming back to it to approve your data after verification that there are no problems with the data in the Staging area.

NAVIGATION: Main Menu > Reporting Tools > Query > Query Viewer

NOTE: Data will not be available for these queries after the LACD has been processed.

2. The [Query Viewer](#) search page will display.
 - a. Enter **AOC_STG** as your search criteria then click the **Search** button.
NOTE: Frequently used queries can be added to a favorites list by clicking the [Favorite](#) link next to the query you want to save.



OTC – The Daily Revenue Deposit Process

Favorites Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name begins with AOC_STG
Search Advanced Search

Search Results

*Folder View -- All Folders --

Query				Personalize Find View All First 1-2 of 2 Last				
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
AOC_STG_BAD_ACCT_CODES	ACCOUNT_CODES_NOT_IN_GEARS	Public		HTML	Excel	XML	Schedule	Favorite
AOC_STG_MOP_SUMMARY	SUMMARY OF RECEIPTS BY MOP	Public		HTML	Excel	XML	Schedule	Favorite

3. The following queries are used for review and verification of the BUS data before processing your daily work for the revenue deposit. This ensures there are no issues with charge codes and methods of payment.
 - a. Select the **AOC_STG_BAD_ACCT_CODES** query to check for any invalid account codes submitted to GEARS.
 - i. Click the [HTML](#) link to view the query in a new window.
 - ii. Enter the **Zdate From** and **Zdate Thru** for the deposit.
 - iii. Enter the 2-digit **County** code.
 - iv. Click the **View Results** button.

ACCOUNT_CODES_NOT_IN_GEARS		2					
County	AOC_District	Location	Zdate	Cashier ID	MOP	Sum Line Amt	Count Trans Type
52	07	01	06/02/2013	RCS-273	CHECK	35.00	1
52	07	01	06/02/2013	RCS-3782	CASH	40.00	1

- v. If nothing displays, there are no invalid codes. If any codes display, STOP and contact the JIS Helpdesk to report the issue and **DO NOT continue until you have a response from someone on the GEARS Support Team.**
NOTE: Codes that appear may not be in GEARS and the revenue for that code will not appear on the FAR.
 - vi. Close the results window to return to the Query Viewer screen.
- b. Select the **AOC_STG_MOP_SUMMARY** query to see the day's work broken down by Method of Payment (MOP) to reconcile against the source system and BUS amounts.
 - i. Click the [HTML](#) link to view the query in a new window.
 - ii. Enter the **Zdate From** and **Zdate Thru** date range for the deposit
 - iii. Enter the 2-digit **County** code.
 - iv. Click the **View Results** button to review the method of payment breakdown.
 - v. Close the results window to return to and close the Query Viewer window.



SUMMARY OF RECEIPTS BY MOP						
5						
MOP	Trans Type	County	AOC_District	Location	Zdate	Sum Line Amt
CASH	Payment Only	16	00	00	07/12/2013	100.00
CASH	Billing and Payment	16	00	00	07/12/2013	3989.30
CHECK	Payment Only	16	00	00	07/12/2013	150.00
CHECK	Billing and Payment	16	00	00	07/12/2013	66686.02
STARS	Billing and Payment	16	00	00	07/12/2013	5065.50

NOTE: *Trans Type* of: Payment Only = ESCROW, Billing and Payment = REVENUE Transactions.

STEP 1.3 – Process the LACD Data

This step processes the cash register receipt data to the GEARS Billing module.

NOTE: There is **not** a 1 to 1 relationship between transactions/receipts and Bills created. Multiple bills are created when multiple payment methods were used on the same receipt or if payments were made on multiple cases on a single receipt.

NAVIGATION: Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

1. The **Process LACD** Run Control page will display.
 - a. Select a Run Control - Search for the Run Control ID created in Step 1.1 above (e.g., Daily)
2. The **Process LACD** page will display.
 - a. Enter your 2-digit **County** code (or click the magnifying glass to select your county).
 - b. Click the **Update List** button to refresh the screen and display the data.
 - i. Verify the data listed in the *Totals by Date* section for the Z-date(s) submitted.
 - c. Click the “View All” link to view multiple days of data if necessary.
 - d. Return to the **Process LACD** tab.
 - e. Click the “Process Selected Dates” check box for the selected Z-date line.

NOTE: Only process one Z-date deposit at a time.
 - f. Enter the **Cash Treasury Code** – This is the 6-digit Treasury Code Number (TC#) for the selected Z-date deposit.
 - g. Click the **Save** button.
 - h. Click the **Run** button.

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Home | Worklist | MultiChannel Console |

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

New Window

Process LACD | MOP Totals

Run Control ID: day [Report Manager](#) [Process Monitor](#) **Run**

County 23

Totals by Date

Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1 04/04/2014	00	00	\$62747.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	001234
2 04/07/2014	00	00	\$59709.84	<input type="checkbox"/>	<input type="checkbox"/>	

Save **Notify** **Add** **Update/Display**

Process LACD | MOP Totals

3. The *Process Scheduler Request* page will display.
 - a. Confirm the **AOC_PYMNT_IN** process name is selected the *Process List* section.
 - b. Click the **OK** button.

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Home | Worklist | MultiChannel Console |

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

New Window

Process Scheduler Request

User ID: lauren.smith Run Control ID: day

Server Name: Run Date: 04/08/2014

Recurrence: Run Time: 9:36:29AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AOC_PYMNT_IN	AOC_PYMNT_IN	Application Engine	Web	TXT	Distribution

OK **Cancel**

4. The [Process LACD](#) page will display.
 - a. A **Process Instance** number will display to show that processing has begun.
 - b. Click the [Process Monitor](#) link.



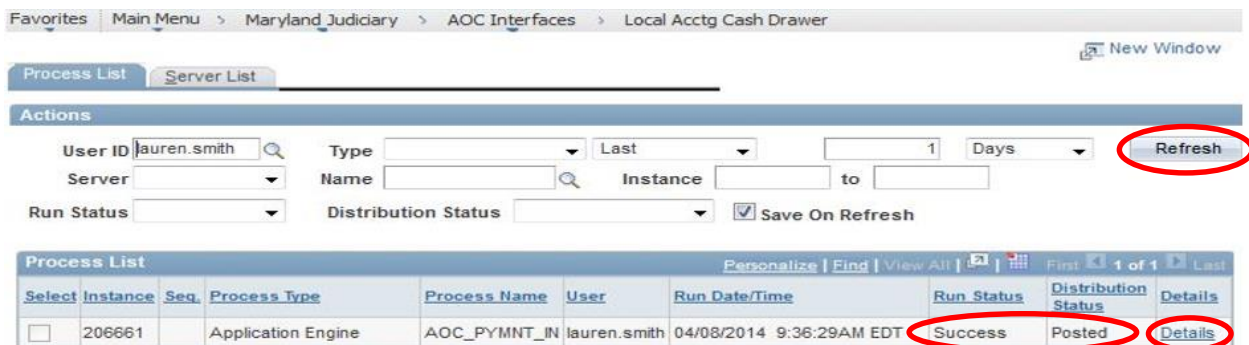
Process LACD MOP Totals

Run Control ID: day Report Manager **Process Monitor** Run

Process Instance: 206661

County 23 Update List

5. The [Process List](#) page will display.
 - a. Review the process list to see the [AOC_PYMNT_IN](#) process running and its status of completion.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. If the Run Status = NO SUCCESS – **STOP!**
 - i. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
 - d. Click the [Details](#) link.



Process List Server List

Actions

User ID lauren.smith Type Last 1 Days Refresh

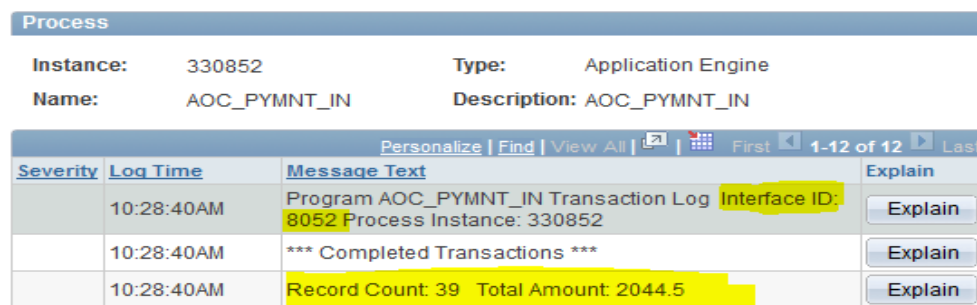
Server Name Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	206661		Application Engine	AOC_PYMNT_IN	lauren.smith	04/08/2014 9:36:29AM EDT	Success	Posted	Details

6. The [Process Detail](#) page will display.
 - a. Click the [Message Log](#) link to view the Interface ID that will be used for Step 2 on page 8.

Message Log



Process

Instance: 330852 Type: Application Engine

Name: AOC_PYMNT_IN Description: AOC_PYMNT_IN

Severity	Log Time	Message Text	Explain
	10:28:40AM	Program AOC_PYMNT_IN Transaction Log Interface ID: 8052 Process Instance: 330852	Explain
	10:28:40AM	*** Completed Transactions ***	Explain
	10:28:40AM	Record Count: 39 Total Amount: 2044.5	Explain



STEP 1.4 – Confirm Data Was Processed

QA (Quality Assurance) Step:

1. Return to the [Process LACD](#) page by clicking on the [Go back to Process LACD](#) link at the bottom of the page.
 - a. Enter the **County** code
 - b. Click the **Update List** button.
 - i. If your Z-date is no longer listed on the page this means the data was processed and is ready for the next step.
NOTE: In our example below the Z-date 04/04/2014 no longer displays.
 - ii. If your Z-date remains on the page, repeat Step 1.3 to process the deposit.

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Home | Worklist | MultiChannel Console

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

Process LACD | MOP Totals

Run Control ID: day

Report Manager | Process Monitor

Run

County 23

Update List

Totals by Date

Zdate	District	Location	Line Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
2 04/07/2014	00	00	\$59709.84			

Save | Notify

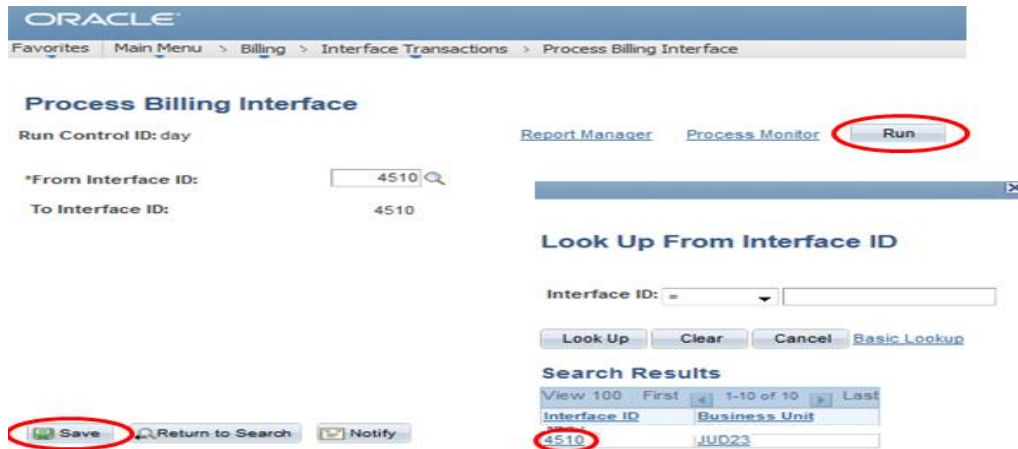
Process LACD | MOP Totals

Add | Update/Display

STEP 2: Process the Billing Interface: Creation of Bills – This step allocates the revenue based on the accounting rules/system configuration settings to the proper PCA and Object codes.

NAVIGATION: Main Menu > Billing > Interface Transactions > Process Billing Interface

1. The [Process Billing Interface](#) page will display.
 - a. Select a Run Control – Search or create one (e.g., “Daily”) that you will use each day for this process.
 - b. Look up your Interface ID by using the Magnifying Glass icon to the right of the “From Interface ID:” field.
 - i. There should only be one Interface ID available to choose from. **If there is more than one ID, please STOP, call the helpdesk and submit a ticket.**
 - ii. Click the Interface ID to add it to the “From Interface ID” field.



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Favorites Main Menu > Billing > Interface Transactions > Process Billing Interface

Process Billing Interface

Run Control ID: day

*From Interface ID: 4510

To Interface ID: 4510

Report Manager Process Monitor **Run**

Look Up From Interface ID

Interface ID: =

Look Up Clear Cancel Basic Lookup

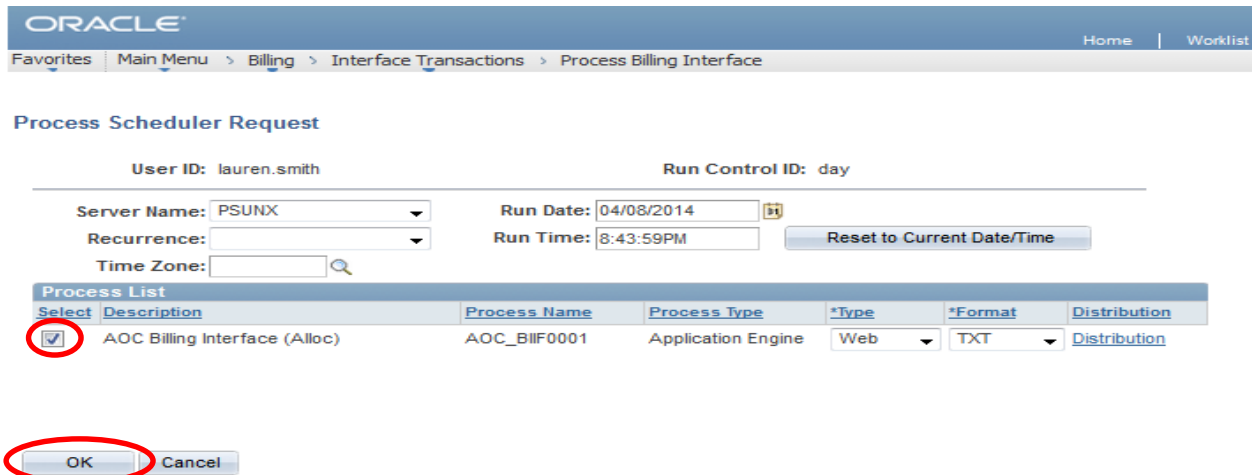
Search Results

View 100 First 1-10 of 10 Last

Interface ID	Business Unit
4510	JUD23

Save Return to Search Notify

- c. Click the **Save** button.
 - d. Click the **Run** button.
2. The *Process Scheduler Request* page will display.
 - a. Confirm the **AOC_BIIF0001** Process Name is listed and selected in the *Process List* section.
 - b. Click the **OK** button.



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Favorites Main Menu > Billing > Interface Transactions > Process Billing Interface

Home Worklist

Process Scheduler Request

User ID: lauren.smith Run Control ID: day

Server Name: PSUNX Run Date: 04/08/2014

Recurrence: Run Time: 8:43:59PM

Time Zone: Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AOC Billing Interface (Alloc)	AOC_BIIF0001	Application Engine	Web	TXT	Distribution

OK Cancel

3. The *Process Billing Interface* page will display.
 - a. A **Process Instance** number will display to show that processing has begun.
 - b. Click the [Process Monitor](#) link.



Process Billing Interface

Run Control ID: day

*From Interface ID: 4510

To Interface ID: 4510

Report Manager **Process Monitor** Run

Process Instance: 206696



4. The [Process List](#) page will display.
 - a. Review the process list to see the AOC_BIIF0001 process running and its status of completion.
 - b. Click the **Refresh** button periodically until **Run Status = Success** and **Distribution Status = Posted**.
 - i. If the Run Status = NO SUCCESS – **STOP!**
 - ii. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
 - c. Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.

ORACLE®

Home | Worklist

Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface

Process List | Server List

Actions

User ID: lauren.smith | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	206696		Application Engine	AOC_BIIF0001	lauren.smith	04/08/2014 8:54:47PM EDT	Success	Posted	Details
<input type="checkbox"/>	206661		Application Engine	AOC_PYMNT_IN	lauren.smith	04/08/2014 9:36:29AM EDT	Success	Posted	Details

Go back to [Process Billing Interface](#)

Save | Notify

Process List | [Server List](#)

5. The [Process Detail](#) page will display.
 - a. Click the [Message Log](#) Link – **THIS IS AN IMPORTANT STEP.**

ORACLE®

Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface

Process Detail

Process

Instance: 206696 | Type: Application Engine

Name: AOC_BIIF0001 | Description: AOC Billing Interface (Alloc)

Run Status: Success | Distribution Status: Posted

Run

Run Control ID: day | Location: Server | Server: PSUNX | Recurrence: |

Update Process

Hold Request | Queue Request | Cancel Request | Delete Request | Restart Request

Date/Time

Request Created On: 04/08/2014 8:55:06PM EDT | Run Anytime After: 04/08/2014 8:54:47PM EDT | Began Process At: 04/08/2014 8:55:36PM EDT | Ended Process At: 04/08/2014 8:56:51PM EDT

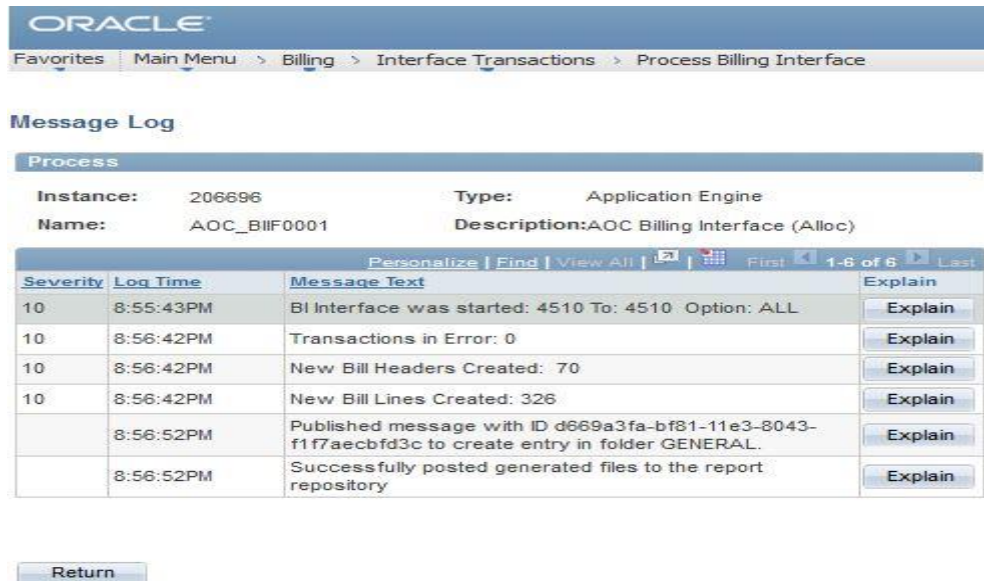
Actions

Parameters | Transfer | View Locks

[Message Log](#) | Batch Findings | View Log/Trace

OK | Cancel

6. The **Message Log** page will display.



NOTE: Write down the numbers displayed for “Transactions in Error” (i.e., items to be fixed), “New Bill Headers Created” (i.e., number of bills created) as they will be needed further in the process.

- a. If there are Transactions in Error: **STOP! Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the problem. (Refer to the document, OTC – Billing Interface Error Correction Process.)**
- b. Work with support staff to resolve any issues **before** moving on to the next set of processing steps.

STEP 3: Create the FAR Reports – This step is required to generate the FAR Reports for Revenue, Credit Cards and STARS. These reports are used to verify all payment allocations.

STEP 3.1 – Run the Revenue FAR Report

NAVIGATION: Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts

1. The **Aoc Run Bill Far** page will display.
 - a. Select a Run Control – Search for the run control you created previously.
NOTE: Once a Run Control is created, it will be there to use each day thereafter.
2. The **AOC Run FAR** Run Control page will display.
 - a. Enter Run Control parameters into all fields on this page.
 - i. **Report type:** Select from Credit Card FAR, Revenue FAR or STARS FAR.
 - ii. **Business Unit:** Enter your “JUD##” in both fields.
 - iii. **Run Date From:** and **Run Date To:** This is your Z-date.
 - iv. **Location:** and **To Location:** This is your county location sales person code.
 - b. Click the **Save** button.

- c. Click the **Run** button.

AOC Run FAR

Run Control ID: Daily [Report Manager](#) [Process Monitor](#) **Run**

Which Report?

*Report

Revenue FAR

Credit Card FAR

Revenue FAR

STAR FAR

Report Parameters

*Business Unit To Business Unit

JUD16 JUD16

*Run Date From *Run Date To

10/31/2014 10/31/2014

Location To Location

16-00-00 16-00-00

Save **Notify** **Add** **Update/Display**

3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the [AOCARR01](#) Process Name is listed and selected in the *Process List* section.
 - b. Click the **OK** button.

Process Scheduler Request

User ID lauren.smith Run Control ID Daily

Server Name Run Date 11/14/2014

Recurrence Run Time 3:07:39PM **Reset to Current Date/Time**

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AOCARR01	AOCARR01	SQR Report	Web	PDF	Distribution

OK **Cancel**

4. The [AOC Run FAR](#) Run Control page will display.
 - a. A Process Instance number will display to show that processing has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.



OTC – The Daily Revenue Deposit Process

- Review the *Process List* to see the AOCARR01 process running and its status of completion.
- Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
- Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.

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Favorites | Main Menu > Billing > Interface Transactions > AOC Bill Funds Allocation Rpt

Process List | Server List

Actions

User ID: lauren.smith | Type: | Last: | 1 Days | **Refresh**

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	206740		SQR Report	AOCARR01	lauren.smith	04/09/2014 2:10:08PM EDT	Success	Posted	Details
<input type="checkbox"/>	206727		SQR Report	AR30003	lauren.smith	04/09/2014 10:45:41AM EDT	Success	Posted	Details
<input type="checkbox"/>	206717		PSJob	ARUPDATE	lauren.smith	04/09/2014 10:20:47AM EDT	Success	Posted	Details
<input type="checkbox"/>	206703		PSJob	AOC_MAIN	lauren.smith	04/09/2014 9:36:59AM EDT	Success	Posted	Details
<input type="checkbox"/>	206702		SQR Report	BIIVCSTS	lauren.smith	04/09/2014 9:34:17AM EDT	Success	Posted	Details
<input type="checkbox"/>	206696		Application Engine	AOC_BIIF0001	lauren.smith	04/08/2014 8:54:47PM EDT	Success	Posted	Details

[Go back to Aoc Run Bill Far](#)

Process List | [Server List](#)

- The *Process Detail* page will display.
 - Click the [View Log/Trace](#) link.
 - Select the PDF link to view the FAR.

NOTE: Allocation lines are ordered by PCA, then by Object on all FAR reports.

MARYLAND JUDICIARY

Funds Allocation Report

Bank: 53 BOA Revenue
Control #: 530603
Business Unit: Baltimore County District Court
Location: Baltimore County - Baltimore City
Verified By: _____

Printed: 20-JUN-2013
Deposit Date: 03-JUN-2013

PCA	OBJECT	AMOUNT	DESCRIPTION
53010	7503	\$6,466.50	Fines & Costs
53340	7506	\$162.00	CICF/VCF Fund
53370	7537	\$648.00	Maryland Legal Services
		\$7,276.50	Total Deposited

Revenue FAR



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CC Funds Allocation Report

Bank: 02 BOA Revenue
Control #: 020707
Business_unit: Anne Arundel Circuit Court
Location: Anne Arundel Circuit Court
Verified By: _____

Printed: 16-JUL-2013
Deposit Date: 10-JUL-2013

PCA	OBJECT	AMOUNT	DESCRIPTION
02010	5466	\$83.00	General Fund
02270	9588	\$542.00	Local Revenue - Receipts
		\$625.00	Total Deposited

Credit Card FAR



Stars Funds Allocation Report

Bank: 14 PEO Revenue
Control #: 140626
Business_unit: Kent County Circuit Court
Location: Kent County Circuit Court
Verified By: _____

Printed: 16-JUL-2013
Deposit Date: 26-JUN-2013

PCA	OBJECT	AMOUNT	DESCRIPTION
14010	5466	\$24.26	General Fund
14010	7539	\$208.19	Criminal Cases
14270	9588	\$416.02	Local Revenue - Receipts
14320	7542	\$22.50	Criminal Injuries
14330	7521	\$20.00	Victims of Crime Fund
14350	7523	\$0.75	Victims & Witness Protect Fund
		\$691.72	Total Deposited

STARS FAR

NOTE: Review the totals on your FAR Reports to verify they are correct. If Billing Corrections are needed to adjust FAR report allocations they must be made prior to finalizing the Bills. **To help resolve any issues, refer to the document "OTC – FAR Corrections in Billing Process".**



STEP 3.2 – Data Verification – If no errors exist on the FAR, run queries to verify the payment allocation amounts and review data.

NAVIGATION: Main Menu> Reporting Tools> Query > Query Viewer.

1. The [Query Viewer](#) page will display.
 - a. Enter “**AOC_CHARGE_ID_ALLOCATIONS**” in the “Search By” field.
 - b. Click the **Search** button.
 - c. Click the [HTML](#) link for the corresponding query.

ORACLE® Home | Worklist

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name begins with AOC_CHARGE_ID_ALLOCATIONS

Search Advanced Search

Search Results

*Folder View -- All Folders --

Query	Personalize	Find	View All	First	1 of 1	Last		
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
AOC_CHARGE_ID_ALLOCATIONS	AOC Charge Item GL Breakdown	Public		HTML	Excel	XML	Schedule	Favorite

2. The [AOC_CHARGE_ID_ALLOCATIONS – AOC Charge Item GL Breakdown](#) query page will display.
 - a. Enter **Setid:** “JUD##”.
 - b. Enter **From Z Date:** the date the revenue was collected.
 - c. Enter **To Z Date:** the date the revenue was collected.
 - d. Click the **View Results** button to show (in a new window) all payment allocations sorted by Charge_ID.
 - e. Click the [View All](#) link to display all rows on screen or download data to an Excel Spreadsheet to be sorted, filtered and summed as needed. (See Appendix.)

AOC_CHARGE_ID_ALLOCATIONS - AOC Charge Item GL Breakdown

Setid: JUD23

From Z Date: 04/04/2014

To Z Date: 04/04/2014

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (94 kb)

View All

First 1-100 of 233 Last

	Unit	Z Date	Receipt No:	Invoice	Amount	Product	Account	Charge Code	Descr	Location	Case No.
1	JUD23	04/04/2014	2630564	0001135230	60.00	23360	3012	RCS-17	LR - State Transfer Tax	23-00-00	
2	JUD23	04/04/2014	2633528	0001135274	134.19	23360	3012	RCS-17	LR - State Transfer Tax	23-00-00	



3. Repeat Step 3.4-1-2 for the following queries:
 - a. **AOC_BI_CREDIT_PYMTS**: Click the [HTML](#) link to show a list of all CREDIT Payments.
 - b. **AOC_BI_STARS_PYMTS**: Click the [HTML](#) link to show a list of all STARS Payments.
4. If there are any errors on the FAR, refer to the document, **“OTC – Making FAR Corrections”**. Should you want to review the bills, navigate to Standard Billing. (See Appendix to become familiar with the Bill Components)

STEP 4: Change Status of Bills Process – This step prepares the bills for finalization by changing their status from NEW to READY.

NAVIGATION: Main Menu > Billing > Maintain Bills > Change Status of Bills

1. The **Bill Status Change** page will display.
 - a. Select a Run Control – Search for the previously created Run Control (e.g., “Daily”), that you will use each day for this process.
2. The **Change Status of Bills** Run Control page will display.
 - a. Set the following run control parameters:
 - i. **From Status** = New
 - ii. **To Status** = Ready Bill
 - iii. **Range Selection** = Bill Source
 - iv. Enter the **Business Unit** = JUD##.
 - v. **Source** = REGISTER
 - b. Click the **Save** button.
 - c. Click the **Run** button.



3. The [Process Scheduler Request](#) page will display.
 - a. Confirm the [BIIVCSTS](#) (Invoice Status Change) Process Name is selected.
 - b. Click the **OK** button.

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Home | Worklist

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

Process Scheduler Request

User ID: lauren.smith Run Control ID: day

Server Name: PSUNX Run Date: 04/09/2014
Recurrence: Run Time: 8:01:06PM
Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Invoice Status Change	BIIVCSTS	SQR Report	Web	PDF	Distribution

OK Cancel

4. The [Change Status of Bills](#) Run Control page will display.
 - a. A Process Instance number will display to show that processing has begun.
 - b. Click the [Process Monitor](#) link.

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Home |

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

Change Status of Bills

Run Control ID: day Language: English

[Report Manager](#) [Process Monitor](#) **Run**
Process Instance: 206760

From Status
☒ New ☐ Ready
☐ Hold ☐ Canceled
☐ Pending

Range Selection
☐ All ☐ Invoice ID
☐ Bill Cycle ☐ Cust ID
☐ Date Bill Added ☐ Bill Type
☐ Range ID ☒ Bill Source
☐ Copy Group ID

To Status
*New Bill Status: Ready Bill

☐ Include Consolidation Group
Business Unit: JUD23
Source: REGISTER

Save Return to Search Previous in List Next in List Notify

5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the BIIVCSTS process status.
 - b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
 - c. Click the [Details](#) Link next to the Distribution Status to review the messages and logs associated with the results of the process.



OTC – The Daily Revenue Deposit Process

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Home | Worklist

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

Process List | **Server List**

Actions

User ID: lauren.smith | Type: Last | 1 Days | **Refresh**

Server: | Name: | Instance: to |

Run Status: | Distribution Status: | ☒ Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	206760		SQR Report	BIIVCSTS	lauren.smith	04/09/2014 7:54:51PM EDT	Success	Posted	Details
<input type="checkbox"/>	206740		SQR Report	AOCARR01	lauren.smith	04/09/2014 2:10:08PM EDT	Success	Posted	Details
<input type="checkbox"/>	206727		SQR Report	AR30003	lauren.smith	04/09/2014 10:45:41AM EDT	Success	Posted	Details
<input type="checkbox"/>	206717		PSJob	ARUPDATE	lauren.smith	04/09/2014 10:20:47AM EDT	Success	Posted	Details
<input type="checkbox"/>	206703		PSJob	AOC_MAIN	lauren.smith	04/09/2014 9:36:59AM EDT	Success	Posted	Details
<input type="checkbox"/>	206702		SQR Report	BIIVCSTS	lauren.smith	04/09/2014 9:34:17AM EDT	Success	Posted	Details
<input type="checkbox"/>	206696		Application Engine	AOC_BIIF0001	lauren.smith	04/08/2014 8:54:47PM EDT	Success	Posted	Details

[Go back to Bill Status Change](#)

[Process List](#) | [Server List](#)

6. The [Process Detail](#) page will display.
 - a. Click the [View Log/Trace](#) link.
 - b. Click the PDF link to view the Invoice Status Change Report.
 - i. All bills listed should have a status of "RDY". Compare the total number of Bills on the PDF to the number listed on the Billing Interface Results page previously noted. The number of Bills should match the number of Bill Headers.

Report ID: BIIVCSTS

PeopleSoft BI
INVOICE STATUS CHANGE REPORT

Page No. 2
Run Date 04/09/2014
Run Time 19:56:49

Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY		0001135267	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135268	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135269	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135270	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135271	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135272	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135273	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135274	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135275	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135276	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135277	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135278	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135279	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135280	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135281	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135282	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135283	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135284	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135285	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135286	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135287	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135288	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135289	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N
RDY		0001135290	BUS	Worcester County Circuit	JUD23				IMMED	B	H	N

Range Option: BILL SOURCE
Bill Source Id: REGISTER
Business Unit: JUD23
Total Number of bills updated: 70



STEP 5: Process the Single Action Invoice – This step finalizes the bills associated with the daily deposit and flags them to create an entry in the daily file sent to FMIS.

NOTE: All totals and bill corrections must be done before this step is completed!

NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

1. The **Single Action Invoice** page will display.
 - a. Select a Run Control – Search using the “Find an Existing Value” tab for the ID to be used each day for processing your daily deposit. (e.g., “Daily”).
2. The **Single Action Invoice** Run Control page will display.
 - a. Complete the following run control settings:
 - i. Select the **Invoice Date Option** of “Processing Date”.
 - ii. Select the **Posting Action** of “Batch Standard”.
 - iii. Select the **Range Selection** of “Bill Source”.
 - iv. Enter the **Business Unit**: “JUD##”.
 - v. Enter the **Source**: of “REGISTER”.

ORACLE® Home

Favorites Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Single Action Invoice Print Options

Run Control day Report Manager Process Monitor Run

ID: Language: English Specified Recipient's

Selection Parameters Find View All First 1 of 1 Last

Seq Nbr: 1

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☐ Do Not Post ☒ Batch Standard

Range Selection

☐ All ☐ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type

☐ Range ID ☒ Bill Source


☐ Public Voucher Number

Business Unit: JUD23

Source: REGISTER

Save Return to Search Previous in List Next in List Notify Add Update/Display

Single Action Invoice | Print Options

- b. Click the **Save** button.
- c. Click the small “Bills to be Processed” icon  in the upper right corner of the page to confirm the number of Bills that are ready to be finalized.

NOTE: the number should match the number of bill headers found in the Message Log of your Billing Interface process.

- i. Click “View All” to display all rows.



OTC – The Daily Revenue Deposit Process

- ii. Click the **Return** button to return to the [Single Action Invoice](#) run control page, and then click the **Run** button.

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Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Bills To Be Processed

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD23	0001135221	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135222	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135223	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135224	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135225	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135226	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135227	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135228	RDY	JUD23	XMLPUB	X	Print Copy
JUD23	0001135229	RDY	JUD23	XMLPUB	X	Print Copy

Personalize | Find | **View All** | First | 1-9 of 70 | Last

Return

3. The [Process Scheduler Request](#) page will display.
 - a. Select the checkbox for the AOC_MAIN ([AOC Circuit & District Courts](#)) Process Name in the *Process List* section.
 - b. Click the **OK** button.

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Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Process Scheduler Request

User ID: lauren.smith Run Control ID: day

Server Name: PSUNX Run Date: 04/09/2014

Recurrence: Run Time: 8:35:38PM **Reset to Current Date/Time**

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None) ▼	(None) ▼	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web ▼	TXT ▼	Distribution

OK Cancel



4. The [Single Action Invoice](#) Run Control page will display.
 - a. A Process Instance number will display below the Run button indicating that the AOC_MAIN process has begun.
 - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
 - a. Review the *Process List* to see the [AOC_MAIN](#) process status.

- b. Click the [AOC_MAIN](#) process name link to see its sub-processes.
 - c. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.

- i. Click the **BIIVC000** sub-process.
 1. Click the [Message Log](#) link – to review the number of Bills Processed. This number should match the number of bill headers you noted from the Billing Interface process.
 - a. Click the **Return** button, then the **OK** button to return to the AOC_MAIN sub-process list on the [Process Detail](#) page.



OTC – The Daily Revenue Deposit Process

- ii. Click the **BILDAR01** sub-process.
 1. Click the [View Log/Trace](#) link and select the PDF file to review the “Load to AR Pending Items” report.
 2. Confirm that all bills = \$0.00.

NOTE: All bills should = \$0.00 to prevent any of them from flowing into Accounts Receivable (AR).

```

                                     PeopleSoft BI
                                     LOAD AR PENDING ITEMS
Report ID:  BILDAR01

Invoice      0002308475      is $0.00 and was not sent to AR.
Invoice      0002308476      is $0.00 and was not sent to AR.
Invoice      0002308477      is $0.00 and was not sent to AR.
Invoice      0002308478      is $0.00 and was not sent to AR.
Invoice      0002308479      is $0.00 and was not sent to AR.
Invoice      0002308480      is $0.00 and was not sent to AR.
Invoice      0002308481      is $0.00 and was not sent to AR.
Invoice      0002308482      is $0.00 and was not sent to AR.
Invoice      0002308483      is $0.00 and was not sent to AR.
Invoice      0002308484      is $0.00 and was not sent to AR.
Invoice      0002308485      is $0.00 and was not sent to AR.
Invoice      0002308486      is $0.00 and was not sent to AR.
Invoice      0002308487      is $0.00 and was not sent to AR.
Invoice      0002308488      is $0.00 and was not sent to AR.
Invoice      0002308489      is $0.00 and was not sent to AR.

TOTAL # OF INVOICES PROCESSED:      0
TOTAL # OF AR ENTRIES GENERATED:    0
```

6. Navigate back to *Main Menu > Billing > Maintain Bills > Standard Billing* to confirm all BUS bills were finalized.
 - a. Enter your JUD##
 - b. Click the Search button.

NOTE: No BUS bills should remain listed.

End of the Process for Creating a Revenue Deposit.